

Linking PDFs and Images in Libguides (ver. 2)

Accessing the www2 libdocs folder

1. Go to the start button in the lower left corner and select “Run”
2. Type in \\helios
3. This should bring up all your permissions in Helios, including your personal space, collegelibrary, and www2_libdocs (you may have additional permissions beyond these, for example, if you have a personal web space, you’ll see your WebFolder, etc.).
4. Open the www2_libdocs folder
5. Copy your file into the appropriate location. Please place image files into the “images” folder, and PDFs into the “PDF” folder.
6. If the PDF is for a class, place it in the subfolder for the correct date, e.g. 2009Fall
7. Once your file is in place, it can be accessed on the web.

To link an image in libguides

1. Open up the libguide into which you want to insert the image
2. Create or Edit the box where you want the image
3. Use the “insert/edit image” button and enter the URL for the image, which will be:

<http://www2.potsdam.edu/libdocs/images/the-name-of-your-file-which-you-have-named-with-no-spaces.gif>

(or it might end in .jpg or whatever format your picture file is in)

4. You may want to re-size or edit the picture to make it look good.

To link a PDF in libguides

1. Open up the libguide into which you want to insert the image
2. Create or Edit the box where you want the link to the PDF
3. Type out the text you want to have be the link to the PDF.
4. Highlight the text you just typed and choose the “insert/edit link” button and enter the URL for the PDF, which will be:

<http://www2.potsdam.edu/libdocs/PDF/the-name-of-your-file-which-you-have-named-with-no-spaces.pdf>

If your PDF is for a class, the address will include the dated folder, example:

<http://www2.potsdam.edu/libdocs/PDF/2009Fall/the-name-of-your-file-which-you-have-named-with-no-spaces.pdf>